

1. CALL TO ORDER

1.1 O' Canada

Warden Al Gillis called the April 18, 2018 Council session of the Municipality of the County of Cumberland to Order at 6.00 p.m. The meeting was held in the council chambers of the E.D. Fullerton Municipal Building, Upper Nappan. O'Canada was sung.

1.2 Roll Call

Municipal Clerk Brenda Moore, called the roll with the following Councillors present: Councillor Chase, Warden Gillis, Councillor Welton, Councillor Palmer, Councillor Rector, Councillor Gilbert, Councillor McLellan, Councillor Fletcher, Councillor Williams, Councillor Jackson, Councillor Rafuse,

Absent With Regrets: Councillor Porter, Deputy Warden van Vulpen, Councillor McLellan

Staff present: Rennie Bugley, CAO; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Allie McCormick, Manager of Organizational Development and Innovation, Nelson Bezanson, Municipal Planner, Will Balser, Planning Assistant.

2. ADMINISTRATIVE AND PROCEDURAL ISSUES

2.1 The agenda was approved with the following additions and deletions:

Additions	6.4.(ii)	Geothermal Business Park Development Project
	5.3	Personnel Policy
	6.15	Rodney Road
	6.16	Summer Students (Springhill & Parrsboro)

Deletions	6.5	Geothermal Business Park Development Project [moved to 6.4(ii)]
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2.2 Approval of Minutes of April 4, 2017 Council meeting.

IT WAS MOVED by Councillor Gilbert seconded by Councillor Fletcher to approve the minutes of the April 4, 2018 Council meeting.

MOTION CARRIED #18-070

2.3 Action List from the April 4, 2018 council meeting and On-Going Action List

The Action Lists were reviewed and Council was brought up to date on the status of the items.

2.4 Delegations, Presentations, Petitions

i) Property Valuation Services Corporation

Mr. Carlos Resendes introduced himself and Emily Wroblewski from Property Valuation Services Corporation. Mr. Resendes presented Council with information regarding the services provided by PVSC. There was a brief question and answer session and then Warden Gillis thanked the presenters for coming to Council and providing Council with this information.

ii) Geothermal Business Park Development Project

Ray Hickey, Executive Director of the Cumberland Energy Authority was on hand to present information to Council regarding a proposed Geothermal Business Park Project in the community of Springhill. There was a brief question and answer session and then Warden Gillis thanked Mr. Hickey for providing Council with this information.

3. STRATEGIC PRIORITIES ISSUES

There were no Strategic Priorities for this meeting.

4. MAJOR ORGANIZATIONAL ISSUES

4.1 Canada-Nova Scotia Infrastructure Agreement

Information regarding the announcement of a new Canada-NS agreement on infrastructure which means \$828 million in federal dollars for Nova Scotia was included in the meeting material.

5. ORGANIZATIONAL POLICY/BY-LAW ISSUES

5.1 Revenue Collection Policy

IT WAS MOVED by Councillor Welton seconded by Councillor Jackson to adopt the Revenue Collection Policy.

**Municipality of Cumberland Policy 18-05
Revenue Collection Policy**

1. This Policy may be cited as Revenue Collection Policy.
2. The purpose of this policy is to provide and articulate equitable, supportable, and legal guidelines to staff and the public which are designed to ensure that all taxpayers are well served.
3. In this Policy:
 - (a) "Immediate family" means spouse, children, parents and siblings.
 - (b) "Non-liable charges" means charges that under law cannot be affixed to a property and, therefore, cannot form an encumbrance against the value of that property. One example is facility rentals
 - (c) "Liable charges" means charges that are or can be attached to and encumber the title to a property and can result in the property being sold so the Municipality can collect the money it is owed. These charges can arise pursuant to legislation (e.g. the Municipal Government Act) or a municipal by-law (e.g. Public Sewer By-Law).
4. Non-liable charges shall be collected as follows:
 - (a) Monthly reminders will be sent to all overdue accounts less than 90 days in arrears;
 - (b) It shall be the responsibility of the Revenue Officer to take the following steps regarding accounts over 90 days in arrears:
 - i demand a payment arrangement;
 - ii where applicable, ensure that no further business is conducted on a billed basis;
 - iii determine which of the following would be most appropriate: Small Claims Court Action, Supreme Court Action, or collection Agency and advise the debtor accordingly; and
 - iv if legal action is chosen, follow up to ensure all steps up to and including an order or warrant are completed in a timely fashion.
5. Liable Charges shall be as follows:
 - (a) Past Due Reminder Notices will be sent to all accounts with amounts \$10 and greater that are in excess of one month overdue. Past Due Reminder Notices will be sent out quarterly in the first week of the months of July, October, January and April.
 - (b) Subject to provision (i) of this section, a property one year in arrears shall be placed on the tax sale list (see 134(1) of the MGA).
 - (c) Advance Notice of Tax Sale Proceedings will be sent to each assessed owner of property on the tax sale list as per Section 138 of the MGA, advising that the property is liable to be sold for the arrears, with interest and expenses, and that tax sale procedures may be commenced and costs expended, which will also be liened against the property, unless the arrears are paid within 14 days of the date of the preliminary notice.
 - (d) 14 days after the issuance of the Advance Notice, if the taxes have not been paid staff will arrange for a title search and, if deemed necessary, undertake a survey of the property.
 - (e) Upon completion of the title search and possible survey, Notice of Intention to Sell will then be sent by registered mail to all registered owners, their spouses (if known), any mortgage company and any person with a lienholder interest in the property.
 - (f) If the registered Notice is returned unopened to the Municipal Office, Notice of Intention to Sell will be posted in a conspicuous place on the property.
 - (g) All properties with taxes, or charges which are in arrears for the preceding three fiscal years SHALL be put up for tax sale (see 134 (2) of the MGA) subject to provisions (h) and (i) of this section.
 - (h) Tax Sale proceedings may be deferred by Council for a property for up to two years (section 134 (3) of the MGA). Council will only defer proceedings under what is deemed to be, by Council, an exceptional circumstance and only after the review of a written request of the property owner for the deferral and a recommendation report prepared by the treasurer. The decision to defer proceedings under this provision of the policy shall further require that an acceptable payment agreement be executed in writing between the Municipality and the property owner that brings the account into current status within the same two year timeframe. Compliance with the payment agreement will be strictly enforced by staff. There will be allowance for two payments to be deferred either by request or by default. On the third instance of non-payment as per the agreement, notice will be given and the tax sale process will recommence with no recourse other than full payment.
 - (i) Pursuant to section 134(4) of the MGA the Municipality may decide not to put a property up for tax sale where:
 - (a) the Municipality's solicitor advises there is high risk of litigation;

- (b) the amount is below the collection limit established by Council. The Municipality's collection limit is hereby set at \$100.00 for accounts in arrears less than three; or
 - (c) the property has been put up for tax sale once in the past with no satisfactory offer, in which case Staff will then proceed, without further notice to the owner and encumbrances, to advertise the property and sell it at auction. A minimum acceptable bid may be set by Council to reflect the Municipality's expenses and the estimated value of the property; or
 - (d) the taxpayer is compliant with a payment arrangement pursuant to Section 5(h).
6. Once a property has been advertised for tax sale, the process can only be stopped by full payment of all arrears in excess of one year and all tax sale expenses. Payments will be received up to the beginning of the tax sale auction.
 7. Any surplus funds from the tax sale may be applied to reduce any non-lienable charges owed by the owner of the land to the Municipality. These outstanding amounts do not need to have a direct relationship to the property sold. The withdrawal of any surplus cannot be completed until after the redemption period (within six months after the sale date) where applicable. Properties are not redeemable if there are taxes owing that are greater than six years in arrears (see provision 152 of the MGA).
 8. A successful bidder shall pay at the time of the tax sale, the Tax Deed Fee and the fee for the Certificate of Sale, in addition to the amount of their bid.
 9. The Municipality will not accept a tender/bid from a tax assessed owner, his/her agent, or his/her immediate family for any sum less than the full amount of taxes, interest and expenses associated with respect of the land.
 10. Other Collection Authorizations:
 - (a) Principal or interest for less than \$10 can be written off for accounts in arrears at staff's discretion.
 - (b) Interest charges of less than \$100 may be relieved by staff when it is determined that the account has been in dispute and the taxpayer is not at fault.
 - (c) Interest charges of less than \$100 may be relieved by staff if it is determined that insufficient support for the billing or insufficient follow up by staff has resulted in undue interest charges.
 - (d) Where staff determine that both the taxpayer and staff may have been jointly responsible for delays in billing, or in providing appropriate details to support or refute the billing or for lack of timely follow up, staff may grant partial interest relief on an account up to \$100.
 - (e) No adjustment to billings can be made by any staff members except as outlined above, unless there was an error in the original billing and corresponding back up is provided by the treasurer.
 - (f) No account will be sent to write-off unless all efforts have been exhausted in its collection and will only be so sent after recommendation of the Municipal treasurer (provision 38 of the MGA).
 - (g) Only Council can approve final write-off of any revenue accounts. Such write-off reports will be provided not less than once per year.
 - (h) After an assessment appeal is determined and any appeal from that decision is decided, any taxes that were overpaid shall be refunded to the applicant, together with interest at a rate equal to the rate actually earned by the Municipality of the County of Cumberland on its short term investments. The interest rate shall be determined and the interest calculated monthly but shall not be compounded.
 11. Upon adoption of this Revenue Collection Policy all previous Revenue Collection Policies of the Municipality are hereby repealed.

MOTION CARRIED #18-071

5.2 Employee Recognition Policy

IT WAS MOVED by Councillor Gilbert seconded by Councillor Jackson to give notice of intent to consider the Employee Recognition Policy for adoption at the May 2, 2018 meeting.

Employee Recognition Policy

1. Purpose

The purpose of this policy is to provide for appropriate recognition of employee service to the Municipality of the County of Cumberland during employment.

2. Service Recognition

Employees will be entitled to a service Recognition Award in accordance with the following schedule of service milestones:

10 years	\$300
15 years	\$400
20 years	\$500
25 years	\$600
30 years	\$700
35 years	\$800
40 years	\$900

Employees will be recognized at an annual Employee Recognition Ceremony.

3. Good Attendance Certificate

The Municipality recognizes the important contribution that each employee makes to its overall efficient operation. Attendance is an important factor in developing workplace excellence. Employees who have used 14 hours or less of sick time during the fiscal year, and have worked for the Municipality for a full fiscal year, will be recognized with the Good Attendance Certificate at the annual Employee Recognition Ceremony.

4. Recognition Upon Retirement

In addition to any Service Recognition Awards, an employee retiring at or after their 65th birthday shall be entitled to a Retirement Award of the same value, and on the same terms, as their next Service Recognition Award would have been, if they had remained employed with the Municipality to their next milestone.

5. Procedure

Payroll staff shall advise Human Resources in November of each year of the last active day or retirement date of employees scheduled to retire, and the anniversary dates of those employees observing service milestones, during the upcoming calendar year. Human Resources shall then notify each affected employee setting out the date, the approved amount of the pending award, and providing a copy of this Policy.

6. Resigning Employee Recognition

An employee who is dismissed or who is a party to litigation brought by or against the Municipality with regard to that person's employment with the Municipality is not eligible for a Service Recognition.

7. Previous Policies

All previous Service Recognition Policies of the Municipality are hereby repealed.

MOTION CARRIED #18-072

5.3 Personnel Policy

IT WAS MOVED BY Councillor Rector seconded by Councillor Palmer to give notice of intent to consider the Personnel Policy at the May 2, 2018 Council meeting.

MUNICIPALITY OF CUMBERLAND POLICY 18-XX

Personnel Policy

(NOTE The Changes made in Part XI only)

Part XI

Expense Reimbursement and Allowances

117. It is the objective of the Municipality to reimburse employees for out of pocket expenses incurred that are associated with employees carrying out the responsibilities of their positions. All requests for reimbursement of expenses must be submitted on the prescribed form.
118. Employees will be reimbursed for the cost of highway tolls, bridge tolls, airport parking fees, airport security fees, taxi fares, and public transportation fares while attending approved meetings, conferences, workshops, professional development sessions, or performing other required work activities. Receipts must be provided (except for tolls).
119. The Municipality will pay directly the costs of overnight accommodations for employees attending approved meetings, conferences, workshops, and other professional development sessions when the timing of these sessions requires overnight accommodations.
120. Each department of the Municipality is responsible for arranging overnight

- accommodations for staff within that department. In those circumstances where accommodations are required for staff of two or more departments of the Municipality, the Administrative Assistant of the Finance Department will be responsible for arranging accommodations.
121. In those circumstances where professional associations to which the Municipality's staff hold membership have arranged accommodation discounts or conference rates, it is the expectation of the Municipality that employees will take advantage of those discounts or rates.
 122. The Municipality will pay a "mileage" rate (per kilometre) to employees that use their personal vehicles in carrying out their employment responsibilities.
 123. The rate paid pursuant to the preceding section will be determined by reference to the amount paid to Provincial employees by the Province of Nova Scotia.
 124. The amount paid pursuant to the two preceding sections is intended to reimburse employees for all costs associated with the use of their vehicle for employment purposes, except additional insurance costs wholly attributable to use of the vehicle for employment purposes, which will be reimbursed to the employee.
 125. The Municipality will include a non-owned automobile endorsement as part of its insurance program in an effort to limit insurance costs for personal motor vehicles, and will indemnify employees against all costs associated with third party claims arising from the legitimate use of their vehicle in carrying out their employment responsibilities.
 126. Employees that use personal vehicles in carrying out their employment responsibilities must hold a valid Driver's License and maintain third party liability insurance in the amount of \$1,000,000 at all times.
 127. In those circumstances where more than one employee of the Municipality is attending the same function or event, car-pooling will be required. The standard to be met is three employees per vehicle. For those functions or events where overnight accommodations are not booked, the standard to be met is four employees per vehicle.
 128. Employees that decide, when carpooling is available, not to car pool for personal reasons will have the travel-related portions of their expense claim reduced by 50%.
 129. Where employees cannot agree on which personal vehicle to use for travel to a destination, their Supervisor shall make that decision. Where employees of several departments are attending the same event or function, the most senior supervisory position among the staff attending shall make that decision.
 130. If an employee opts to travel back and forth to an event on successive days instead of using accommodations which would have been paid for by the Municipality, their claim for travel expenses shall not exceed what the overnight accommodations would have cost.
 131. Employees that have access to the use of a particular municipal vehicle will be required to travel in that vehicle to meetings, conferences and training sessions, unless it is required for other municipal purposes.
 132. The Municipality will provide a meal allowance for meals purchased outside of the County of Cumberland by employees while carrying out their employment responsibilities.
 133. The reimbursement for meal expenses will be the lesser of either the amount identified on the meal receipt or the allowance identified in the Employee Travel & Expense Claim Form. Receipts must be provided.
 134. The amount of the meal allowance shall be equal to the amount provided to Council

members.

135. If meals are provided either as part of accommodation services or as part of the event those meals must not be claimed. Details of accommodation services and the event program must be submitted with the Request To Attend Form.
136. Meal allowances will not be provided in those instances where it would be reasonable for an employee to have breakfast at home prior to leaving or where an employee can arrive home at a reasonable time for supper. For purposes of this section, the Municipality will not pay breakfast allowance to an employee leaving home after 6:00 am or supper allowance to an employee arriving home before 6:00 pm.
137. Employees claiming the breakfast and supper meal allowances will not be permitted to submit overtime for the meal periods. The amount of time allotted for these meal times will be one hour each.
138. Employees will be reimbursed for the cost of a supper meal taken in Cumberland County, to a maximum of \$15, in those circumstances when the employee has an evening meeting and the mileage claim to and from the employee's home would exceed \$15. Receipts must be provided.
139. Employees will be reimbursed for the cost of a supper meal, to a maximum of \$15, when the workday extends to 7:00 pm or later. Receipts must be provided.
140. The Municipality will pay a reasonable advance to employees for expenses to be incurred pursuant to this Part, such advance not to exceed 50% of the estimated expenses.

Part XII Miscellaneous Provisions

MOTION CARRIED #18-073

IT WAS MOVED by Councillor Fletcher seconded by Councillor Chase to give notice of intent to consider a Policy to Repeal all Personnel Related Policies of the Former Town of Parrsboro and the Former Town of Springhill at the May 2, 2018 Council meeting.

Municipality of Cumberland Policy 18-xx Policy to Repeal all Personnel Related Policies of the Former Town of Parrsboro and the Former Town of Springhill

Part I

1. Whereas the former Town of Parrsboro has been merged with the Municipality of the County of Cumberland (the "Municipality");

And whereas the Municipality wishes to treat all staff fairly and equally under the Municipality of the County of Cumberland's Personnel Policy and the Collective Agreement where applicable; Now therefore it is enacted that all policies of the former Town of Parrsboro relating to personnel matters including, but not limited to:

- Management Manual and Personnel Policy;
- Policy # 16 Hiring of Summer Recreational Staff; and
- Policy # 2 Hiring Policy, are hereby repealed.

Part II

2. Whereas the former Town of Springhill has been merged with the Municipality of the County of Cumberland (the "Municipality");

And whereas the Municipality wishes to treat all staff fairly and equally under the Municipality of the County of Cumberland's Personnel Policy and the Collective Agreement where applicable; Now therefore it is enacted that all policies of the former Town of Springhill relating to personnel matters including, but not limited to any policies in the former Town of Springhill Human Resource Policy Manual, are hereby repealed.

Part III

3. This Policy is in effect upon adoption.

MOTION CARRIED #18-074

6. BUSINESS ISSUES**6.1 Grant Requests**

IT WAS MOVED by Councillor Rector seconded by Councillor Williams to approve a grant in the amount of \$1,000 for the River Hebert District School Prom and Safe Grad events. Funds to come from Regional Grant Funds.

MOTION CARRIED #18-075

IT WAS MOVED by Councillor Jackson seconded by Councillor Williams to provide a grant in the amount of \$1,475 to the Springhill High School Breakfast Club. Funds to come from Regional Grant Funds.

MOTION CARRIED #18-076

6.2 UNSM Priorities

IT WAS MOVED by Councillor Fletcher seconded by Councillor Rafuse to forward correspondence to the UNSM indicating an Council supports adding the following to the list of top priorities for the UNSM are:

- #3 Code of Conduct
- #4 Economic Development
- #7 Municipal Modernization and Municipal Government Act Revisions
- #9 Solid Waste System and Extended Producer Responsibility
- #10 Police Services

MOTION CARRIED #18-077

6.3 Pugwash Summer Position

IT WAS MOVED by Councillor Williams seconded by Councillor Jackson to approve funding in the amount of \$2,700 to assist the Village of Pugwash with the costs to employ a summer student.

MOTION CARRIED #18-078

6.4 Audit Committee Report and Recommendations

IT WAS MOVED BY Councillor Gilbert seconded by Councillor Chase to give notice of Council's intent to consider for adoption a County of Cumberland Multi Year Capital Plan Policy.

Multi Year Capital Plan Policy**Statement**

1. The County of Cumberland is committed to ensuring the effective management of its capital assets. A prudent multi-year capital plan is used to identify and prioritize expected needs based on the municipality's long-term strategic goals.
2. The identification and reporting of tangible capital assets upholds Public Sector Accounting Board (PSAB) standards. Under the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues, municipalities in Nova Scotia must also submit a Capital Investment Plan (CIP) annually to be eligible for funding. The CIP is not a substitute for a multi-year capital plan; rather, it complements the County's long-term planning for its capital needs.

Policy Objectives

3. The objectives of the Multi-Year Capital Plan Policy are to:
 - a) Support the County of Cumberland's long-term strategic goals;
 - b) Promote good infrastructure management to ensure basic health and safety for citizens;
 - c) Maximize the economic potential and attractiveness of the municipality;
 - d) Reduce future operating costs and avoid higher replacement costs and unforeseen infrastructure failures in the future;
 - e) Improve collaboration on projects with other levels of government and various public and private stakeholders with the aim of maximizing financing, funding, and grants;
 - f) Uphold PSAB standards;
 - g) Meet the requirements of the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues.

Policy Principles

4. A capital plan shall be prepared for all municipal infrastructure for the County of Cumberland, including but not limited to: water, sewer, transportation, sanitation, and other essential public services. It will establish project scope and costs, detail estimated amounts of funding from various sources, and project future operating and maintenance costs.
5. The capital plan shall be developed using the following steps:

- a) Establish goals and objectives
 - b) Use asset management tracking and reporting system to support and encourage long term municipal planning and provide effective stewardship of infrastructure assets to maximize benefits
 - c) Estimate fiscal capacity (ex: using the Debt Affordability Model)
 - d) Prepare information about proposed capital projects using:
 - o Questionnaire # 1 for Projects at the Concept or “Idea” Stage
 - o Questionnaire # 2 for Projects at the Detailed Planning or Final Design Stage
 - o Questionnaire # 3 for Projects at the Implementation or “Shovel Ready” Stage
 - e) Evaluate against policy criteria for capital projects
 - f) Create multi-year capital plan
 - g) Finance capital acquisitions
 - h) Assess impact on tax rates
 - i) Implement annual capital budget
 - j) Monitor plan results
6. The plan shall differentiate between capital and operating expenditures. Capital projects are hereby defined as projects, equipment and acquisitions that the meet Financial Reporting and Accounting Manual (FRAM) Guidelines. Eligible projects are any that receive Council approval and are allowed under the Municipal Government Act.
 7. The Director of Finance shall coordinate the projection of expenditures and revenues. Department Heads shall be responsible for providing updated forecasts.
 8. Final approval of the capital plan shall be the responsibility of Council.
 9. The planning period shall be over a minimum period of five years and reviewed annually as part of the budget process by the Capital Investment Plan Committee (CIPC). The CIPC shall consist of the Director of Finance, the Director of Engineering and Operations, the Director of Community , the Facilities Manager and three Councillors.

The following timeline is suggested for the CIPC meetings. The CIPC may wish to set aside time for other special meetings at any stage within the proposed time frame.

- a) *December* - Send notice to CIPC and staff of capital budgeting process, with request to identify new projects for January CIPC meeting.
 - b) *January* - Review and discuss status of existing projects at CIPC Meeting. List and identify new projects submitted by Council and staff. At this stage, the CIPC identifies which projects should proceed to be costed by staff and provides direction on which projects are to be brought forward in the budgeting process.
 - c) *February* - Staff reviews the current capital budget approvals and the preliminary capital list of new projects by reporting estimated project costs based on industry standards; length of time to complete these projects; estimated new annual operating costs, if any; and identification of potential funding sources for each project. The CIPC prioritizes these projects and identifies proposed year of project commencement.
 - d) *March* - From direction at the February CIPC meeting, staff proposes the capital budget for discussion, concentrating on the new projects. At March Council meeting, Council approves the capital budget.
10. The following acquisition and procurement criteria shall be used to evaluate the capital needs of the County of Cumberland (see Appendix A Evaluation Criteria for definitions and scoring):
 - a) *Environmental Consideration*
 - b) *Financial Feasibility*
 - c) *Legal Mandates*
 - d) *External Impacts*
 - e) *Risk/Liability/Safety*
 - f) *Economic Development Impacts*
 - g) *Distribution Effects (Local vs Municipal)*
 - h) *Inter-Municipal Effects*
 - i) *Asset Rehabilitation*
 - j) *Revenue Producing*
 - k) *Service Improvements*
 - l) *Service/Space Expansions*
 - m) *Health Impacts*
 - n) *Social Impacts*
 - o) *Aesthetic Impacts*

- p) *Project supports actions of the Integrated Community Sustainability Plan*
11. The capital budget will show the sources of funding. Based on priorities, Council may wish to seek Federal and/or Provincial infrastructure funding and make approval of this source of funding a pre-requisite for proceeding on a project. Funding may potentially come from the following sources:
- Expensed against general operations in one year;
 - Borrowing from the Nova Scotia Municipal Finance Corporation;
 - Transfers from operating surplus, operating reserve(s), capital reserve(s), or other special reserves established by Council for capital projects, equipment or acquisitions;
 - External sources, such as Federal or Provincial infrastructure programs.

Application

12. This policy applies to all long-term capital borrowing of the Municipality of the County of Cumberland.

MOTION CARRIED #18-079

IT WAS MOVED BY Councillor Welton seconded by Councillor Gilbert to forward correspondence to the Department of Municipal Affairs recommending that the Province cap increases in mandatory expenditures for education, RCMP, housing, and corrections to the lesser of the change in CPI and property assessment growth.

MOTION CARRIED #18-080

6.5 DELETED

6.6 Budget Reductions/Actions

Council had discussion regarding possible budget reductions or actions.

6.7 Springhill Service Centre Window Repair and Replacement Specifications

IT WAS MOVED by Councillor Jackson seconded by Councillor Williams to direct staff to proceed with issuing a tender for the window replacement project in the Springhill Service Centre within the estimated costs of \$217,000 as part of the 2017/2018 Capital Investment Plan .

MOTION CARRIED #18-081

6.8 Demolition Order Follow Up

Staff provided an update on a property for which the owner had been give an extension to their demolition order to remedy the condition of the property.

IT WAS MOVED by Councillor Williams seconded by Councillor Rector to proceed with the demolition and removal of the structure and all other debris from the property identified as PID 25135559, AAN 01558985, 1436 Fisher Road Springhill Jct. to an approved facility as soon as reasonably possible.

MOTION CARRIED #18-082

6.9 Tax Collection Report/Tax Receivables Analysis/Tax Sale Calendar

Reports detailing information on the tax collection report, tax receivables analysis and tax sale calendar were included in the meeting material.

6.10 Springhill Lamp Cabin

A memo from staff regarding the structural condition of the Lamp Cabin and detailing immediate next steps was included in your meeting material.

6.11 Councillor Professional Development Workshop

IT WAS MOVED by Councillor Fletcher seconded by Councillor Palmer that Council attend a professional development workshop offered by Municipal Affairs on Wednesday, May 9, 2018. Staff will invite the Councils of the Town of Amherst and the Town of Oxford.

MOTION CARRIED #18-083

6.12 Council Invitation to Employee Recognition Night

Council is invited to attend the 1st Annual Employee Recognition Night on Thursday, May 3, 2018 at 6:00 p.m. at the Dr. Carson and Marion Murray Community Centre. Councillors are invited to bring a guest to this event. Please RSVP to Allie McCormick. .

6.13 Letter to Minister of Justice re Sale, possession and use of cannabis

IT WAS MOVED by Councillor Gilbert seconded by Councillor Fletcher to ratify the letter to the minister that was drafted at the last Joint Council Meeting.

MOTION CARRIED #18-084

6.14 Volunteer Recognition Night

Council are requested to confirm with Michelle Herrett if they, and a guest, are attending our Volunteer Recognition night being held on Thursday, April 26, 2018.

6.15 Rodney Road

Councillor Jackson has contacted DOTIR regarding the situation on the Rodney Road where the culvert has collapsed.

6.16 Summer Students for Springhill & Parrsboro

IT WAS MOVED by Councillor Jackson seconded by Councillor Williams that Council commit to including approximately \$60,000 in the 18/19 budget for the purpose of hiring summer students for recreational programs in Springhill and Parrsboro.

MOTION CARRIED #18-085

7. INFORMATION ITEMS

7.1 Legislation re Parental Accommodation for Municipal Elected Officials

This has been included in Councillor's mail boxes.

7.2 Stewart McKelvey update on Federal Cannabis Act regulations

This has been included in Councillor's mail boxes.

7.3 N.S. Border Committee Meeting Notes

Draft meeting notes from the N.S. Border Committee have been distributed to Councillor's mail boxes.

8. ADJOURNMENT

8.1 The Queen

The meeting was adjourned at 8:33 p.m. The Queen was sung.

Warden Alison Gillis

Municipal Clerk Brenda Moore